



City of Rochester, New York

Department of Neighborhood and
Business Development
Bureau of Planning and Zoning

Applying for a Building Permit



**What you
need
to know**

Believe.



City of Rochester, NY
Lovely A. Warren, Mayor
Rochester City Council

Why is a building permit required?

A building permit is required to ensure that a project is in compliance with the City Zoning Ordinance and the New York State Uniform Fire Prevention and Building Code.

These codes and ordinances ensure:

- That a project is built to maintain durability and is safe for use and occupancy.
- That proposed structures do not encroach on another property.
- That the design and use of a building or site are in harmony with the neighborhood in which it is located.



Bringing the following documents and information to the Permit Office is required for the permit process and can usually facilitate a same-day permit:

- 1. Survey Map**
- 2. Worker's Compensation Certificate or Exemption form**
- 3. Plans**
- 4. Fee**



1. Bring the Survey Map...



The City does not have copies of Survey Maps. Survey Maps are usually with the documents the owner received when the property was purchased. If not, it may be with the property owner's attorney or with the mortgage lender. Copies of survey maps may be found at a local title insurance company (refer to local Yellow Pages). Please do not provide faxed or reduced copies of survey maps.



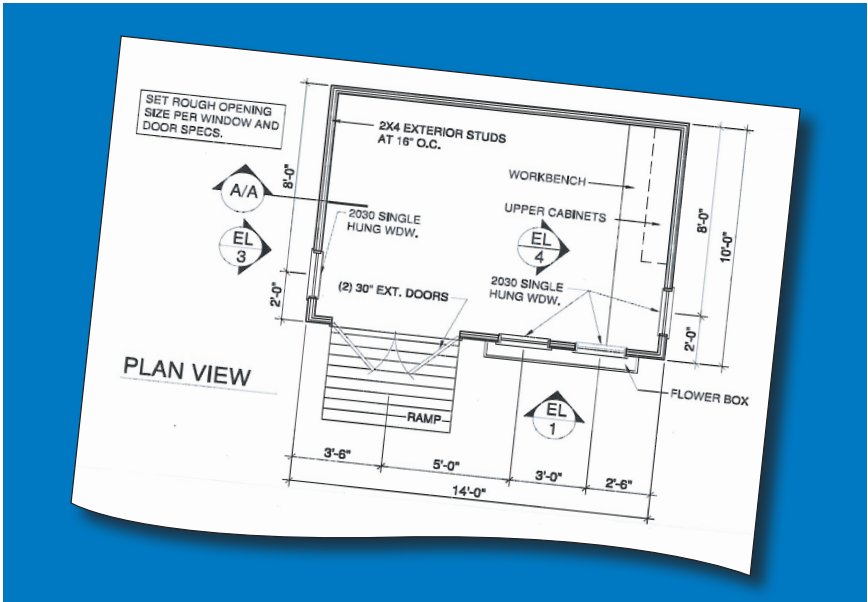
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When a contractor is involved with a project, the contractor must provide a Certificate of Insurance or Certificate of Exemption Form CE 200.

The City advises property owners to consult with their home owner's insurance policy regarding the consequences if a contractor is injured while working on their property.



3. Detailed plans...



Plans must be drawn to scale and include dimensions (see example above).

More extensive building projects will require stamped drawings from a New York State licensed design professional.

Any questions about plans and or drawings should be directed to the City permit office (see back cover for contact information).



4. Permit fees:

Deck ¹	\$75 to \$150
Fence, pool, shed ²	\$50



For other types of building permits, the fee is based on the cost estimate (labor + materials) of the project. This estimate must exclude the electrical and plumbing costs of the project. Electrical and plumbing permits are obtained separately, requiring additional fees.

1. Deck permit fee depends on size of deck.
2. Sheds 100 sq. ft. or less do not require a permit.

Cost Estimate Fee:

\$ 0 – 2,000	\$50
2,001 – 4,000	\$70
4,001 – 6,000	\$90
6,001 – 8,000	\$110
8,001 – 10,000	\$130
10,001 – 12,000	\$150
12,001 – 14,000	\$170
14,001 – 16,000	\$190
16,001 – 18,000	\$210
18,001 – 20,000	\$230
20,001 – 22,000	\$250



The above fee includes plan review and follow-up inspection of the project.

To verify a cost estimate:

If a contractor has been hired, please provide a copy of the contract. For work being done by the property owner, an itemized list of materials must be provided.





To expedite service at the permit office, complete the following:

Project address:

Property owner:

Name: _____

Phone: _____

Contractor (if applicable):

Name: _____

Phone: _____

Company: _____

Architect or engineer (if applicable):

Name: _____

Phone: _____

A project description (including size and location):

Project cost estimate: (combined material and labor value.
Exclude plumbing & electric costs.)

\$ _____

The Permit Counter:

City of Rochester City Hall
30 Church Street, Room 121B
Rochester, NY 14614

Hours:

Monday - Friday: 9 am - 4:00 pm

Call the Permit Office:

585-428-6526

For additional information on specific
projects, permits and fees visit:
www.cityofrochester.gov/buildingpermits

